

cc List

The cc list for any memorandum or letter is very important. Please double-check the list to ensure all the appropriate people receive the memo. The order in which the people are listed is also very important. Summarized below is rough idea of the order in which the people should appear on the cc list. As you can see, people outside NCDOT should be listed first.

cc: Outside agency
Highway Administrator or Assistant Highway Administrator
Division Engineer (Attention: Division Operations Engineer, Division Traffic Engineer)
Roadway Design Engineer (Attention: Project Engineer)
Traffic Field Operations, Investigations, & Support Engineer (Attn: Area Traffic Engineer)
Traffic Management & Signal Systems Engineer
Traffic Congestion & Eng. Operations Engineer (Attn: Congestion Management Engineer, Design Review Engineer)
Traffic Control Engineer (Attention: Project Engineer)
Signing Engineer
Traffic Operations Engineer

The following would be an example of cc list for a project in Mecklenburg County. Please notice the location to send the copy to (sketched next to the person).

cc: Shawn Santee, Mecklenburg County
R. L. Hill, P.E.
B. G. Payne, P.E. (Attention: L. N. Gordon, P.E., T. B. Thrower)
J. E. Alford, P.E. (Attention: Ron Allen, P.E.)
J. F. Permar, P.E. (Attention: W. B. Staley, II, P.E.)
T. A. Peoples, P.E.
T. M. Hopkins, P.E. (Attention: J. H. Dunlop, P.E., G. C. Faulkner)
J. S. Bourne, P.E. (Attention: Steve Kite, P.E.)
R. W. King, P.E.
A. R. Lorscheider, P.E.

Place a copy of any memorandum or letter that contains recommendations in MEMOS OUT (white binders.) This does not include basic form letters.